TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

TOW ROTATION LIST POLICY

Effective Date: 4/8/1997 Resolution 97-23

PURPOSE

To provide a tow rotation list for Sheriff's deputies in the Town of Loomis, which will maximize quality of service and minimize tow service response time.

INTRODUCTION

The Placer County Sheriff's Department maintains a large tow rotation list with tow providers located in a wide-spread geographic area. The experience has been that tow providers from as far away as Alta Sierra have been dispatched to handle service calls in the Town of Loomis resulting in response times upwards of forty-five (45) minutes to one hour.

Therefore, this council policy is aimed at addressing tow providers' response times by providing guidelines governing the rotation list of tow providers the department uses within the town limits of the Town of Loomis.

POLICY

- A. The Loomis Sheriff's Department substation commander or his/her designee shall be in charge of administering a tow rotation program for the Town of Loomis. A program consists of, but is not limited to the following:
 - 1. Maintenance of a tow rotation list incorporating the regulations listed below in part B.
 - 2. Utilization of a tow service agreement.
- B. A tow rotation list, to be utilized in the Town of Loomis, must incorporate the following:
 - 1. Tow providers business locations (i.e., the locations listed on the Town of Loomis business license) shall be within five (5) miles of the Town of Loomis. Tow providers' storage facilities shall be within fifteen (15) miles of the Town of Loomis.
 - 2. Tow providers must meet a maximum response time of twenty (20) minutes or less, twenty-four (24) hours per day.
 - 3. The Sheriff's Department may conduct meetings concerning tow rotation list issues, performance review issues, or other miscellaneous towing issues with individual tow rotation list tow providers or with all list tow providers as the Sheriff's Department deems necessary.
 - 4. The Sheriff's Department is granted the authority to develop administrative procedures to reprimand, suspend or terminate tow providers from the rotation list should such departmental action be necessary.

- 5. All tow providers on the town's tow rotation list must have a valid Town of Loomis business license (pursuant to Loomis Municipal Code, Section 5.04.040) (As part of this provision, the appropriate worker's compensation document(s)/certificate(s) must be on file at Town Hall.
- 6. All tow rotation list tow providers must comply with all town ordinances and zoning requirements.
- 7. All tow providers on the town's tow rotation list must be authorized tow providers by the California Highway Patrol.
- 8. Tow providers on the town's tow rotation list must notify the Sheriff's Department in writing seven (7) days prior to voluntarily resigning from the town's tow rotation list.
- 9. The geographic area in which these guidelines are applicable is all of the area within the town limits of the Town of Loomis.